



CITY OF ATLANTA

Job Announcement

MANAGEMENT ANALYST (Compliance Specialist)

STARTING SALARY: \$42,767

Salary May Be Negotiated Above the Entry Level

Salary Grade 21

Applications Accepted From January 30, 2006 until February 10, 2006

Minimum Job Requirements

Persons applying must have a bachelor's degree in Business/Public Administration, or related field and three years of management analysis experience. Equivalent combinations of training and experience will be determined under prescribed guidelines

Duties of the Job:

This employee performs difficult management and financial analysis of federally funded programs for the purpose of developing recommendations to improve the Bureau of Housing operations and management systems. Duties include, but are not limited to: monitoring, reviewing and evaluating information to ensure compliance with federal requirements; conducting productivity studies; assisting in the evaluation of proposals and budget requests; conducting continuous desk audits and on-site monitoring; collecting and analyzing data; compiling and presenting suggested recommendations for programmatic modifications when deficiencies/non-compliance are identified. Conducts operational reviews, productivity and performance studies for efficiency; prepares reports of findings and recommend improvement to appropriate department parties. Performs special projects; assists in the development of policies program objectives, marketing of housing and special events and training board members and staff.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual applicants.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

***Verification required prior to appointment.**